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MERIT PROMOTION

Vacancy Announcement

ANNOUNCEMENT NUMBER: 05-062
POSITION TITLE: Management and Program Analyst
SERIES/GRADE: PG-0343-07/09/11
SALARY RANGE: \$35,452 - \$68,209
ISSUE DATE: 03/11/05
CLOSING DATE: 03/24/05
NUMBER OF VACANCIES: One
ORGANIZATION: Plant Operations
Quality Control and Inventory Management Department
Office of the Manager
GEOGRAPHIC LOCATION: Washington, DC
PROMOTION POTENTIAL: PG-12
DURATION OF APPOINTMENT: Permanent
TOUR OF DUTY: Shift 1
HUMAN CAPITAL SERVICING DEPARTMENT: Plant Operations
CIVIL SERVICE STATUS REQUIRED: Yes
AREA OF CONSIDERATION: Permanent GPO Employees Only

SUMMARY OF DUTIES/RESPONSIBILITIES:

For the PG-07/09: The incumbent performs and coordinates a wide variety of administrative, logistical, liaison, personnel management, and other support activities, making judgments and decisions to promote efficiency and productivity of the Department. Conducts operational reviews and studies to evaluate ways to improve the effectiveness and efficiency of policies, procedures, activities, and organizational structure within the Department. Develops new or modified work methods, records, files, management processes, staff patterns, etc. Acts as coordinator for project-related communication between departmental operations and Agency activities. Based on own research and findings, composes correspondence and compiles reports for the review and signature of higher level management. Maintains the Department's technical library and provides background or supplemental material to the Manager and other key officials. **For the PG-11:** Independently collects, assembles, and analyzes data necessary to reach conclusions and devise solutions to assignments. Selects procedure and methodology suited to the subject. Determines the need for data to support analysis requirements and may use appropriate quantitative and qualitative research methods to reach sound conclusions. Develops and implements short-range and long-range plans based on immediate needs and anticipated changes in workload, missions, functions, and resources. Serves as budget officer for the Department with the responsibility for coordination of budget proposals from the various Division Chiefs. Prepares and delivers briefings to other specialists and program managers, interprets and explains policy and procedures to a variety of audiences, and may be required to negotiate recommendations with operating managers or customer representatives. Performs other related duties as assigned.

QUALIFICATIONS: Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. **For the PG-07/09:** Specialized experience includes coordinating projects, conducting reviews, and writing reports. **For the PG-11:** Specialized experience includes designing and conducting studies, performing qualitative and quantitative data analysis, and presenting findings. Overall, specialized experience is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above.

EVALUATION OF CANDIDATES:

If you meet the basic qualification requirements, we will evaluate your application against the knowledge, skills, abilities, and other characteristics (KSAOs) required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration. Applicants should be specific in documenting these areas in their application materials.

You must submit separate narrative KSAO statements with your application package. Failure to do so will result in a loss of consideration.

On plain paper, list each of the following knowledge, skills, abilities and other characteristics (KSAOs) separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc. relate to each KSAO and this position. The

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evaluation of KSAO responses will determine which candidates will be referred to the selecting official for final consideration. Please limit your narratives to one page per KSAO. KSAO's summary statements that address all KSAOs together are not acceptable.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION

For the PG-07/09 grade levels:

1. Knowledge of administrative regulations and operational procedures, plus skill in applying fact-finding and investigative techniques required to gather clear-cut factual evidence.
2. Skill in interviewing, observing, researching, and reporting writing techniques to solve problems and locate solutions.
3. Skill in oral and written communication in order to work effectively with persons of various technical and professional levels, create and present findings/reports, and deliver briefings, etc.

For the PG-11:

In addition to the above PG-07/09 requirements:

1. Knowledge of and skill in applying qualitative and quantitative techniques to conduct analyses, design projects, collect data, and reach conclusions.
2. Skill in planning, scheduling, and conducting simultaneous, complex projects designed to improve organizational efficiency.

ALL APPLICANTS MUST INCLUDE THE FOLLOWING:

Applicants may submit an Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume. If a resume is submitted, it must contain all pertinent data in the OF-612.

Applicants must submit a copy of their Notification of Personnel Action, SF-50. Employees may obtain a copy of their SF-50 from the Human Capital Department located in Room C-106.

Applicants must also submit a copy of their latest performance appraisal. Employees may obtain a copy of their performance appraisal by contacting their servicing Human Capital Department.

OTHER ESSENTIAL INFORMATION:

GPO MAY NOT PAY RELOCATION COSTS.

Applicants must:

- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- include their Social Security Number on their application.
- provide title and length of related courses. For college classes include the number of credit hours unless a degree has been earned.
- submit applications and required documentation by the closing date of this announcement.

Submit Application Materials To:

Application Processing, Stop: HCD
U.S. Government Printing Office
732 N. Capitol St. NW
Washington, DC 20401

For Additional Information:

CALL: (202) 512-1200
TDD: (202) 512-1519
FAX: (202) 512-1292

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